

OPERATIONS BUSINESS TEAM
February 14, 2001 (DRAFT)

	OPPORTUNITY CATEGORY	DECISIONS AND ACTIONS	STATUS / ISSUES / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	Costs & Cash Flow	Business Update for OBT Reports	Update given regarding 2000 Performance, Industry Trends and Competitive Issues, Year 2001, Operations Measures and Production Plan.	DONE	D. Beran
2	Various	Operations Strategic Plan Review for OBT Reports	Review of Strategic Project Portfolio and selected timelines conducted by OBT members for their reports.	DONE	H. Burnley
3	Costs & Cash Flow	I. S. Situational Analysis	B. Good to make presentation. Time: 30 min.	2/22/01	M. Dajani
4	Costs & Cash Flow	MONTHLY - Operations Budget Update for January	S. Mitchell to give update. Time: 30 min.	2/22/01	M. Saine
5	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	2/22/01	H. Burnley
6	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	2/22/01	H. Burnley
7	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Sarmento to give presentation. Time: 30 min.	2/22/01	M. Saine
8	Costs & Cash Flow	Strategic Plan Review - Product & Blend	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	2/22/01	H. Burnley
9	Costs & Cash Flow	Symphony Learnings	D. Riegel to make presentation. Time: 30 min.	2/22/01	H. Long
10	Organizational Capability	Development Planning for Minority & Female Salaried Employees and Attrition	K. Benner & R. Driver to facilitate discussion. Time: 2 hr.	2/22/01	K. Benner
11	Consumer Connections	Lubricant Oils - Update on Approach to Issues	M. Werley & L. Lipscomb to make presentation. Time: 30 min.	3/16/01	R. Solana
12	Costs & Cash Flow	Manufacturing Yield Measures	J. Calloway to give update.	3/16/01	S. Rivera
13	Costs & Cash Flow	MONTHLY - Operations Budget Update for February	S. Mitchell to give update. Time: 30 min.	3/16/01	M. Saine

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14	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	3/16/01	H. Burnley
15	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	3/16/01	H. Burnley
16	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arents to make presentation. Time: 20 min.	3/16/01	H. Burnley
17	Costs & Cash Flow	<i>Strategic Plan Review - Manufacturing Process and Quality System</i>	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	3/16/01	H. Burnley
18	Quality System Implementation	Preview of 1st Quarter 2001 Management Review	J. Carboni & P. Grantham to make presentation. Time: 45 min.	3/16/01	J. Carboni
19	Quality System Implementation	Quality System S Curve & Milestone Update	J. Williams to give updates. Time: 45 min.	3/16/01	J. Carboni
20	Quality System Implementation	SEMI-ANNUAL - Review of PM USA Sanitation Program	D. Chadick to make presentation	3/16/01	J. Lewis & JAC
21	Organizational Capability	Salaried Hiring Strategies	P. Faust to make presentation	4/4/01	K. Benner
22	Organizational Capability	<i>Strategic Plan Review - Organizational Capability</i>	<i>L. Pulsifer to facilitate review. Time: 1 hr.</i>	4/4/01	H. Burnley
23	Costs & Cash Flow	MONTHLY - Operations Budget Update for March	S. Mitchell to give update. Time: 30 min.	4/19/01	M. Saine
24	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	4/19/01	H. Burnley
25	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	4/19/01	H. Burnley
26	Organizational Capability	<i>Advancement Planning</i>	<i>R. Driver to facilitate meeting</i>	4/30/01	K. Benner
27	Costs & Cash Flow	MONTHLY - Operations Budget Update for April	S. Mitchell to give update. Time: 30 min.	5/18/01	M. Saine
28	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	5/18/01	H. Burnley

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29	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Sarmiento to give presentation. Time: 30 min.	5/18/01	M. Saine
30	Costs & Cash Flow	Strategic Plan Review - Product & Blend	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	5/18/01	H. Burnley
31	Consumer Connections	Auto ID Center - Preview of Next Board Meeting (6/13/01)	R. Sweeney to make presentation. Time: 20 min.	5/31/01	H. Alonso
32	Organizational Capability	Technical Ladder Review	D. Donaher to facilitate review. Time: 40 min.	5/31/01	H. Alonso
33	Quality System Implementation	Preview of 2nd Quarter 2001 Management Review	J. Carboni & P. Grantham to make presentation. Time: 45 min.	5/31/01	J. Carboni
34	Costs & Cash Flow	MONTHLY - Operations Budget Update for May	S. Mitchell to give update. Time: 30 min.	6/21/01	M. Saine
35	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	6/21/01	H. Burnley
36	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arents to make presentation. Time: 20 min.	6/21/01	H. Burnley
37	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Organizational Capability and Quality System	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	6/21/01	H. Burnley
38	Costs & Cash Flow	<i>Review of Annual OBT Planning Meeting for OBT Reports</i>	<i>L. Pulsifer to facilitate review.</i>	8/23/01	H. Burnley
39	Consumer Connections	Auto ID Center - Preview of Next Board Meeting (11/11/01)	R. Sweeney to make presentation. Time: 20 min.	11/1/01	H. Alonso
40	Organizational Capability	Technical Ladder Review	D. Donaher to facilitate review. Time: 40 min.	11/29/01	H. Alonso